



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

June 2, 2009

Transmitted via E-mail

Jim Lightner, Director of Finance and Operations
Euro RSCG San Francisco
555 Post Street
San Francisco, CA 94102
Jim.lightner@eurorscg.com

Dear Mr. Lightner:

RE: FINAL MONITORING VISIT REPORT for Euro RSCG – ET07-0370

Date of the Visit:	5/8/09
Beginning/Ending Time:	12:30 p.m. – 2:00 p.m.
Date of Last Visit:	12/7/07
Visit Location:	555 Post Street, San Francisco
Persons in attendance:	Alonzo Patton, Euro Representative Maggie Menzel, Training Funding Source (admin sub) Lily Lai, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	05/01/07 – 04/30/09	Agreement Amount:	\$40,920
Training Start Date:	05/02/07	No. to Retain:	31
Date Training must be Completed:	01/30/09	Range of Hours:	8 – 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

FINAL REPORT SUMMARY:

Training started on May 2, 2007, and ended on January 30, 2009. One revision was processed to modify the Agreement signatory, company address, and phone number.

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

Job #	Planned to Retain	Completed Training and Retention	Reimbursable Hours Tracked on the ETP Class/Lab System	Approximate Potential Earnings
1	31	33	1,008	\$22,176

According to the data entered into the ETP Class/Lab Tracking System, 33 trainees completed at least the minimum number of training hours and the required retention period. Based on the 1,008 hours recorded for trainees meeting the minimum hours, your company can potentially earn \$22,176, which represents 54% of the Agreement amount.

INTERVIEW WITH CONTRACTOR REPRESENTATIVE:

Since the original Agreement signatory, Kevin Newby, and contract representative, Anna Hernandez, are no longer with the company, there was no one who could offer any knowledge about the training implementation period. During monitoring visits, Ms. Hernandez did report some difficulties in committing to the planned training schedule due to workload. This is probably why the company was only able to earn 54% of the encumbered Agreement amount.

ATTENDANCE ROSTERS:

Ms. Lai randomly selected and reviewed the attendance records of 30 percent of the trainees who were eligible for final payment. The review sample consisted of daily and weekly class/lab attendance rosters which were compared to the data entered in the ETP on-line class/lab tracking system. The review of the rosters revealed that the information on the rosters was in accordance with Title 22, California Code of Regulations, Section 4442, Record Keeping and consistent with information in the ETP on-line tracking report.

AUDIT:

Euro RSCG San Francisco will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Lily Lai at 650.655.6934 or llai@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rosa Hernandez".

Rosa Hernandez, Manager
Sacramento Regional Office

A handwritten signature in cursive script, appearing to read "Lily Lai".

Lily Lai, Contract Analyst
San Francisco Bay Area Regional Office

cc: Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 6/22/09